

# EXHIBIT 3



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September 2, 2021

**Via E-Mail**

Lisa Romeo  
Director of ADR Services  
American Arbitration Association  
200 State Street, 7<sup>th</sup> Floor  
Boston, MA 02109

Dear Ms. Romeo:

Re: *Voice Tele Services, Inc. v. National Union Fire Ins. Co. of Pitt. PA,*  
[AAA Claim No. 01-21-0016-0974](#)

We are counsel to Claimant Voice Tele Services, Inc. Counsel for the Parties have conferred and have reached agreement as follows:

1. **Arbitration Seat and Location of Hearings:** Both the legal seat and location for any hearings will be New York City.
2. **Composition of the Tribunal:** The Parties will attempt in good faith to designate jointly a sole arbitrator by September 24, 2021. The Parties will exchange names of potential candidates for consideration. If the Parties fail to reach a consensus on a sole arbitrator by September 24, 2021, and do not otherwise mutually agree to extend the deadline, the Parties agree to constitute a three-member Tribunal in accordance with the Policy, with each party nominating one arbitrator and the two party-appointed arbitrators, in consultation with the parties, selecting a Chair.

Please contact me if you have any questions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. K. Cummings".

Ryan K. Cummings



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RKC:slh

cc: Joseph Profaizer, Esq.  
Adam Weiss, Esq.  
Joseph Goldberg, Esq.  
*(all via email)*